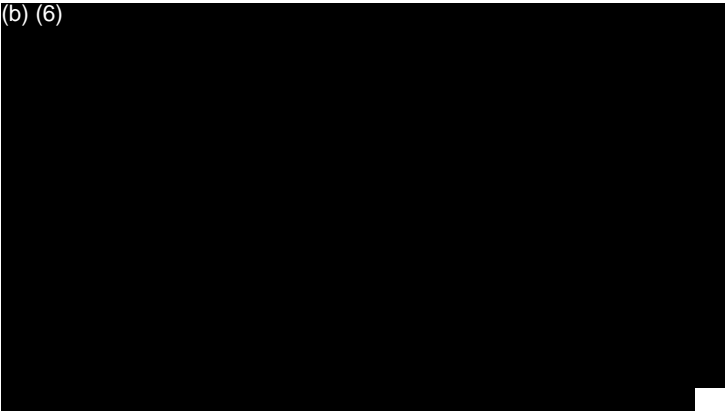


From: (b) (6) [CTR OPNAV, DNS-36](#) on behalf of [DONFOIA-PA](#)
To: (b) (6)

Cc: (b) (6)
Subject: Action Item Due October 4, 2013 - Quarterly FOIA Reporting (June 24 - Sept 30)
Date: Wednesday, September 04, 2013 11:49:00
Attachments: [How to use FOIA case tracker to get statistic.docx](#)
[FOIA Quarterly Report Form.pdf](#)

DON FOIA Community:

Please be advised that DOJ continues to require Quarterly FOIA reporting. The consolidated submission from each Echelon I/II is due to DNS-36 no later than COB Friday, October 4, 2013.

1. The Echelon I/II's, will coordinate with their subcomponents (same premise as the FOIA Annual Reporting process), consolidated the component data and provide your consolidated component response in the attached format. You may use the attached format to collect your subcomponents data. If you would like the master loader format to assist you in consolidating your responses, please contact our office thru the DONFOIA-PA@navy.mil mailbox or the FOIA Service Center at 202-685-0412.

2. Include in your final response to the DONFOIA-PA mailbox, the hours and cost to generate your components consolidated report. Additionally, to account for the incomplete data submitted in the 3rd Quarter Report, include the week of June 24th in your 4th Quarter Report.

For those DON community members fully vested in the DON (NAVSEA) FOIA tracker and management tool, please find the attached SOP on how you can generate this data within the tool. This SOP provides you with visual step by step instructions.

Respectfully,
Robin Patterson
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